

## **2005 Lance P. Sijan USAF Leadership Award**

*(AFI 36-2805, Special Trophies and Awards, Para 3.9)*

1. THE PURPOSE OF THIS MESSAGE IS TO REQUEST NOMINATIONS FOR THE 2005 LANCE P. SIJAN USAF LEADERSHIP AWARD. THE SIJAN AWARD RECOGNIZES THE ACCOMPLISHMENTS OF OFFICERS AND ENLISTED MEMBERS WHO HAVE DEMONSTRATED THE HIGHEST QUALITIES OF LEADERSHIP IN THE PERFORMANCE OF THEIR DUTIES AND THE CONDUCT OF THEIR LIVES. POSTHUMOUS NOMINATIONS ARE NOT ELIGIBLE.

2. THE PERIOD OF SERVICE FOR THE 2005 AWARD IS 1 JULY 2004 - 30 JUNE 2005.

3. EACH MAJCOM MAY SUBMIT ONE INDIVIDUAL IN EACH OF THE FOLLOWING FOUR CATEGORIES OF AWARD:

- A. SENIOR OFFICER (MAJ THROUGH COL)
- B. JUNIOR OFFICER (2LT THROUGH CAPT)
- C. SENIOR ENLISTED (MSGT THROUGH CMSGT)
- D. JUNIOR ENLISTED (AMN THROUGH TSGT)

4. AWARD CRITERIA ARE:

A. SCOPE OF RESPONSIBILITY: INCLUDE DUTY TITLE, LEVEL OF ORGANIZATION, NUMBER OF INDIVIDUAL SUPERVISED DIRECTLY OR INDIRECTLY (MILITARY AND CIVILIAN); DOLLAR VALUE OR ASSETS CONTROLLED, OR PROGRAMS FOR WHICH THE NOMINEE HAS DIRECT RESPONSIBILITY.

B. PROFESSIONAL LEADERSHIP: NOMINEE MUST DEMONSTRATE EXCEPTIONAL LEADERSHIP TRAITS IN ACCOMPLISHING THE MISSION OR OVERCOMING UNIQUE PROBLEMS OR EMERGENCIES.

C. LEADERSHIP IMAGE: NOMINEE MUST INSPIRE OTHERS BY PERSONAL EXAMPLE, BY CHARACTER AND CONDUCT DISPLAYED AS A LEADER, AND BY EAGERNESS TO ASSIST IN ACCOMPLISHING GOALS.

D. COMMUNITY INVOLVEMENT: PROJECTION OF LEADERSHIP INTO THE PRIVATE SECTOR COMMUNITY, AS EVIDENCED BY THE NOMINEE'S ASSUMPTION OF LEADERSHIP ROLES IN SOCIAL, CULTURAL, RELIGIOUS,

OR OTHER COMMUNITY-SERVICE ACTIVITIES, MAY ALSO BE CONSIDERED.

5. EACH NOMINATION PACKAGE WILL CONSIST OF THE FOLLOWING:

A. A WRITE-UP, LIMITED TO ONE SINGLE-SPACED TYPEWRITTEN PAGE, USING THE AF IMT 1206, NOMINATION FOR AWARD (IMT-V3). USE THE MOST CURRENT IMT FORM LISTED ON THE AF PUBLICATIONS WEBSITE <http://www.e-publishing.af.mil/>. USE POINT PAPER OR TALKING PAPER FORMAT (BULLETED, SHORT STATEMENTS OR KEY POINTS). USE THE LEAD-OFF TOPICS CITED IN ABOVE PARAS 4A THROUGH 4D. SEND AN ORIGINAL PLUS FOUR COPIES OF THE WRITE-UP.

B. A ONE-PAGE BIOGRAPHY (ATCH 2, AFI 36-2805). SEND ONLY THE ORIGINAL.

C. A CITATION, LIMITED TO 50 - 70 KEY WORDS, WHICH DESCRIBES THE NOMINEE'S ACCOMPLISHMENTS (ATCH 3, AFI 36-2805). SEND ONLY THE ORIGINAL.

D. A BASE-LEVEL REPORT OF INDIVIDUAL PERSONNEL (RECORDS REVIEW RIP). SEND ONE COPY ONLY.

E. A STATEMENT FROM THE NOMINEES STATING THAT THEY DO/DO NOT AGREE TO GIVE PERMISSION TO USE THEIR NAME, RANK, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD WINNER. USE A SIGNATURE BLOCK AND NOMINEE MUST SIGN AND DATE THIS STATEMENT.

F. AN INDORSEMENT LETTER (ORIGINAL ONLY) SIGNED BY THE MAJCOM PROGRAM MANAGER.

6. SUSPENSE TO HQ ARPC/DPRPT = **27 JUNE 2005** – WE ARE AWARE THIS IS BEFORE THE CLOSEOUT OF THE AWARD PERIOD, HOWEVER AFRC HAS A SUSPENSE OF 30 JUNE 2005 AND THERE IS NO ROOM FOR NEGOTIONS ON LATE SUBMISSIONS.

7. QUESTIONS MAY BE DIRECTED TO ARPC/DPRPT VIA E-MAIL AT [ARPC.DPATMILTNG@ARPC.DENVER.AF.MIL](mailto:ARPC.DPATMILTNG@ARPC.DENVER.AF.MIL) OR TOLL FREE 1-800-525-0102.